



KING COUNTY
ADMINISTRATIVE SPECIALIST II
DEPARTMENT OF TRANSPORTATION/ROAD SERVICES DIVISION
MAINTENANCE SECTION
Hourly Rate Range \$15.35 – \$19.46
Job Announcement: 04SB4654
OPEN: 10/11/04 CLOSE: 10/22/04

WHO MAY APPLY: This is a part time position open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Road Services Division, Attn: Scott Bruns, 201 S. Jackson Street, MS KSC-TR-0313, Seattle, WA 98104.** Application materials must be received by **4:00 p.m.** on the closing date. (Postmarks, electronic transmissions, and facsimiles are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above **will not be processed.**

FORMS AND MATERIALS REQUIRED: (a) A **King County Application**, (b) Resume, (c) Cover Letter detailing your background of how it relates to the primary job duties as well as describing how you meet or exceed the Required Qualifications - Knowledge, Skills, and Abilities, and (d) list of names and phone numbers of minimum of three (3) supervisors (*note: one supervisor must be current supervisor*)

WORK LOCATION: Position splits time between Issaquah and Fall City

WORK SCHEDULE: This is a 20-hour week position working 4 hours/day, Monday – Friday (4 day work schedule in the summer possible). This position is non-exempt from the Fair labor Standards Act and is overtime eligible. Mandatory overtime may be required.

PRIMARY JOB DUTIES INCLUDE:

- General Office Support: compose, draft, edit, proofread documentation and correspondence to both interdepartmental employees and the public sector including but not limited to e-mail responses, letters of justification, disciplinary documentation, budget addendums, training requests, etc. Identify priority and time-sensitive material, correspondence and requests while maintaining strict confidentiality.
- Payroll / Labor Distribution: review paperwork for accuracy and completeness. Ensure proper work order and task numbers are reported. Gather, data-enter, report, and track the daily time of approximately 27 employees on a daily basis. Review and compile data for validity, correctness, and completeness.
- Management Reporting: establish, maintain and administer data from the Roads Maintenance budget tracking database. Provide weekly reports on current budget with contract cities, material usage, outstanding Citizen Action Requests, and daily maintenance reports from crew.
- Database Maintenance: provide assistance to the crew chiefs and supervisor in the design, development, implementation, and maintenance of existing or new database information systems to address individual program needs.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Customer Service: provide technical and informational support to public inquiries. Serve as office receptionist and answer telephones to take information and forward to appropriate staff. Follow up with citizens to ensure satisfaction.

REQUIRED QUALIFICATIONS - KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general office policies, practices, and principles equivalent to two (2) years of full- time office experience performing comparable positions as listed above.
- Working knowledge of Microsoft Word, Excel, Access, Outlook, and the Internet
- Knowledge of the operation of standard office equipment that may include typewriter, personal computer, printers, calculator, photocopier machine, fax machine, and multi-line telephone.
- Knowledge of proper English grammar, usage and spelling.
- Strong oral and written communication skills.
- Organizational skills and strong attention to detail.
- Strong interpersonal and human relation skills.
- Strong customer service skills – in person and via telephone (discretion, patience, etiquette, and professionalism, toward the public and fellow employees.
- Skill in following oral and written instructions and following through on assignments.
- Skill in prioritizing and handling different tasks and workload and interruptions effectively.
- Keyboarding skills.
- Initiative and accountability skill for work product or service.
- Ability to complete tasks timely and meet deadlines.
- Ability to adapt to changes in workload demand.
- Ability to file alphabetically and numerically as well as enter data.
- Ability to work independently and in a team environment.
- Ability to have predictable and reliable attendance.
- Ability to operate motorized vehicle.

DESIRED QUALIFICATION: Experience working in a construction-related office environment.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License upon start date.

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters, Local 117E

CLASS CODE: 8387 SEQ NO.: 2192